

**Office Ergonomics**  
**Training Program Quiz**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. The neutral position for wrists when keyboarding is bent down toward the keyboard at about a 10 to 15-degree angle.  
☐ True or ☐ False
2. You should rest your wrists on a wrist rest while typing.  
☐ True or ☐ False
3. Parts of the body in which pain or swelling might indicate a developing MSD include hands, wrists, fingers, forearms, shoulders, neck, back, or elbows.  
☐ True or ☐ False
4. When you sit at your computer workstation, you should tuck your feet under your chair or stretch them straight out in front of you.  
☐ True or ☐ False
5. Ergonomics is the science of fitting workers to their jobs.  
☐ True or ☐ False
6. A minibreak from computer work gives you the opportunity to:
  - a. Leave your workstation and perform another task for a while.
  - b. Relax hands and wrists for a few moments.
  - c. Go get some coffee and chat with a co-worker.
7. Your computer monitor should be positioned directly in front of you, about an arm's length away.  
☐ True or ☐ False
8. Your mouse should be located so that your hand is below elbow level when it rests on the mouse.  
☐ True or ☐ False
9. While you type and use the mouse, your elbows should be elevated out away from your body about 4 inches.  
☐ True or ☐ False
10. When working long hours on the computer, take an eye break about every:
  - a. Hour
  - b. Half hour
  - c. 15 minutes

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### Training Program Quiz Answers

1. False. The neutral position is wrists straight and in line with forearms.
2. False. Only use the wrist rest during typing breaks.
3. True. All of these parts can be affected by MSDs.
4. False. When sitting at your computer workstation, your feet should be flat on the floor or on a footrest.
5. False. Ergonomics is the science of fitting jobs to workers to make the job more comfortable and safer to perform, thereby reducing MSD risk factors.
6. b. A minibreak isn't a break from work. It's just a very short break (a minute or so) from using typing and input device muscles, and you can take one periodically right at your workstation, without having to get up.
7. True. And the height should be adjusted so that your eyes are aligned with a point 2 to 3 inches below the top of the screen.
8. False. Your hand should be just above elbow level when it rests on the mouse.
9. False. Keep your elbows close to your body to avoid strain on the elbow joint.
10. c. Take an eye break about every 15 minutes and look up from the monitor at something across the room for a minute or so. You can combine an eye break with a minibreak.